



Natural Resources Conservation Service  
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August 25, 2008

NEW MEXICO BULLETIN NO. 360-8-18

SUBJECT: PER – USE OR LOSE ANNUAL LEAVE

TO: All Employees

Purpose: To remind all employees to schedule leave for the remainder of the leave year.

Expiration Date: After contents have been noted.

**ACTION REQUIRED BY: NOVEMBER 1, 2008**

Employees are reminded that annual leave balances beyond 240 hours at the end of the year are subject to the “use or lose” rule. This means that employees whose leave balances are over 240 hours will forfeit excess leave at the beginning of the next leave year, January 4, 2009. Only those who have scheduled leave in advance and have been directed to report to duty in lieu of taking scheduled leave are eligible for requesting leave restoration.

Careful planning and foresight should help in preventing this situation. All employees subject to the “use or lose” rule should review, and if necessary, update their leave request schedules with their supervisors. The use of annual leave is subject to supervisory approval. Such approval may be made with consideration to workload and the need for each office or state office section to provide service on a regular basis.

Supervisors are reminded that in accordance with 360 General Manual 415(Q), compensatory time off must be used before granting the use of annual leave so long as it does not result in the employee forfeiting accrued annual leave. Please note that all comp time must be used by the end of the leave year following the leave year in which it was earned.

The leave donor program is also another practical consideration for those who are not considering using all of their excess leave before year’s end.

All use or lose annual leave must be scheduled and approved in writing no later than close of business November 1, 2008. If you have any questions, please contact Vickie Suazo-Chanza, Human Resources Officer, at (505) 761-4409.

/s/

DENNIS L. ALEXANDER  
State Conservationist